

January 29, 2015: Minutes of the Rockport Library Trustees

Attendees: Rob Audano, Holly Frithsen, Cindy Grove, Lana Razdan

Meeting Commenced: 3:30pm

1. **Minutes of November 12, 2014 reviewed and approved**
2. **Staffing** – Rockport Library Trustees welcomed Cindy Grove as our new Library Director on January 12, 2015. Two custodians were hired one for 20 hours per week and the other for 3 hours per week on Sundays.
3. **Programs** –Cabin Fever movies that were changed or cancelled in January will be rescheduled at a later date. Both State and Federal Tax forms will be available at the Library for Rockport residents.
4. **Finance and Administration** – Periodical subscriptions are up for renewal. Subscriptions will be purchased through WT Cox. YA periodicals will be increasing from 2 to 8. We will be purchasing online services from Plymouth Rocket for EventKeeper, TixKeeper, and EKRooms to provide increased access of information and resources to library patrons.
5. **Strategic plan** – A survey for patrons will be created for this summer to assist with long range planning for the library.
6. **MVLC** – MVLC is in the process of correcting technical problems with Evergreen. Also, they will begin to provide staff training closer to the North Shore.
7. **Emergency procedure** – Cindy Grove is working with Lt. Schmink, of the Rockport Police Dept., to create an emergency protocol for the library.
8. **Facilities/Grounds** – Rob Audano will follow up with Bayside Electric regarding emergency lights and ballasts. The new sewer line will be starting in February. Rob Audano will contact Linda Sanders regarding drafting a warrant for the April Town Meeting for new fire escapes.
9. **Technology** – The staff server was completed by Balsam on January 15; we are currently waiting for the patron server. Cindy Grove will contact Town of Rockport IT dept. regarding purchasing a multifunction scanner for library offices.
10. **Children's library** – There will be an increase in programming for children during February vacation. Looking into purchasing Overdrive advantage for Rockport schools summer reading lists for e-readers.

Next Meeting: Wednesday, February 25, 2015 at 3:30pm

Meeting Adjourned: 5:15pm